

DD/A 81-0263

12 FEB 1981

DDA REGISTRY

FILE: meetings

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

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FROM:

Chief, Management Staff, DDA

SUBJECT: Office Evaluation Conferences

1. Bill Hart wants to conduct Office Evaluation Conferences this year, and wants to do so during March and April. This memorandum provides guidance for the conferences, establishes a tentative schedule, and requests from you an agenda for your conference.

2. This year the conferences will be used to provide an annual report on the 1980 activities of your line divisions. Each speaker should address at least the following topics:

- The areas in which you focused your major attention or expended the bulk of your efforts;
- The major problems you encountered in discharging your responsibilities;
- The major accomplishments you achieved; and
- An assessment of 1981 in terms of major problems, challenges, and/or new directions.

3. Each of you should plan on a 90-minute conference. Your agenda should allow time for questions. Your role should be that of moderator, more passive than active, but you decide on the degree.

4. Please send us a proposed agenda and a list of participants for your conference by 6 March 1981. If you have any questions or need any assistance for formulating your agenda, please call [] or me.

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Attachment:
Tentative Conference Schedule

Distribution:

Orig - DDA/MS Subj w/att

1 - Ea OD w/att

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1 - DDA Chrono w/att

1 - TBC Chrono w/att

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1 - DDA/MS Chrono w/o att

DDA/MS: [] il: [] 10Feb81)

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TENTATIVE SCHEDULE
OFFICE EVALUATION CONFERENCES

<u>OFFICE</u>	<u>DATE/TIME</u>	<u>LOCATION</u>
OF	17 March (Tuesday) - 2:00-3:30 p.m.	1200 Key
OS	18 March (Wednesday) - 10:00-11:30 a.m.	4E64 Hqs .
OC	19 March (Thursday) - 2:00-3:30 p.m.	 STAT
ODP	20 March (Friday) - 10:00-11:30 a.m.	2D03 Hqs
OIS	23 March (Monday) - 2:00-3:30 p.m.	1207 Ames
OL	25 March (Wednesday) - 2:00-3:30 p.m.	 STAT
OMS	26 March (Thursday) - 2:00-3:30 p.m.	1D4021 Hqs
OTE	27 March (Friday) - 2:00-3:30 p.m.	1025 C o C